

Report Preparation Guidelines

Overview

Preparation and Submission

- Word Processing
- Report Sections, Required and Optional
- Illustration Guidelines
- Submission Checklists

Content Development, Basic Writing and Editing

- Guidelines: Individual Topics, as listed on the following page
- Lists: Spelling, Common Abbreviations, NPS Designations, Park Acronyms

References Cited, provided as linked documents:

- Standard References Cited: Overview, Examples, Discussions
- Referencing and Citing Internet Sources
- References Cited in the Guidelines, and Suggested Readings

To Get Started

Internal Links

Headings and page numbers in the **Table of Contents** are linked to the corresponding sections. Click on any second-level heading within the guidelines to return to the Table of Contents.

When using the electronic version of this document, click on the bolded crimson phrases and page numbers to go directly to the linked section. For example, **Part II: Content Development** begins on page **10**.

From here, go directly to the **Spelling Guide** or the complete list of NPS **Park and Office Acronyms**.

External Links

Words and phrases in bolded green are linked to expanded discussions of specialized topics and the submission checklist. For example, click on **References Cited** for an overview and numerous examples of complete reference entries. Or go directly to one of the other linked supplementary documents:

Citing Internet Sources
Enhancing Readability
References Cited
Report Submission Checklist
Illustration Submission Checklist

Searching

Press **Ctrl+F** to use Acrobat Reader's **Find** function to search on any character string. Repeat the search with **Ctrl+G**. As an alternative to searching, click on **Table of Contents**.

More Help

For details on using Acrobat Reader more effectively, go to **Using Acrobat Reader**.

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Part I: Preparation and Submission

Structuring the Document

Figure layout and final page appearance such as treatments given to fonts, headings, lists, etc. are late-stage production matters performed by the Report Production Team. Please do not give your document any particular appearance. Files submitted with a structured format must be stripped of all characteristics before the file contents are put into Report Production Team templates. Keep word processing as simple as possible and rely on low-tech methods of structuring the document, as summarized in the guidelines for greater efficiency at both ends of the process.

Figures must not be embedded in text files or otherwise submitted as .doc files. Rather, they need to be kept in their native format, and if necessary, converted to IBM compatible (PC) format.

Our reports have traditionally been produced as hard copy only. Consider the advantages of distributing an electronic report, or PDF file, on compact disk. Preparation of a report for compact disk distribution is quite different from the preparation of a hard-copy-only report. Therefore, authors must decide early (well before submission) if the report will ultimately be distributed on disk. A report can be a combination—for example, we have prepared several short hard-copy reports with appendices on disk consisting of extensive data files.

As you start to prepare your report, discuss with your program manager and the Report Production Team your options and the pros and cons of the two basic forms of distribution discussed above.

Guidelines for All Types of Reports

Do

- use left-only alignment
- leave headings unformatted
- use a page break (CTRL+ENTER) to end a chapter, not a series of hard returns
- use one-inch margins for all pages

Don't

- type anything in ALL CAPS, except acronyms
- use the spacebar to create an indent effect
- reset margins
- create text in headers or footers
- use tabs to create paragraph indentations
- apply the footnote, endnote, and Table of Contents functions
- use spaces or tabs to give a centering effect for lines of text
- use hanging indents or double indents

Headings

- limit headings in depth or degree of embedding—do not go below the fifth level (page **12**)
- headings should be unformatted at the time of submission
- type each heading flush left, apart from the paragraph, typed in uppercase and lowercase
- begin each heading with a level indicator to indicate its relative level within the report structure
- omit treatments such as underlining, italics, bold, all caps, small caps, centering, embedding within the paragraph, and indenting
- How to show headings and their relative levels in the heading hierarchy: place each heading flush left on its own line, begin with the level of heading as shown in the examples below; use upper and lower case:

H1 Previous Field Seasons
H2 Project Origins
H2 Project Purpose and Scope
H2 First Field Season
H3 Test Excavations
H4 Test Unit 1

Note: this example shows only the headings for part of a hypothetical report. In a real situation, there would be paragraphs of text between the headings.

Tables

Do

- Set tabs for each table and tab-align the columns of numbers or words under their headings.
- Consult the Report Production Team if you feel that your tables are complex or long enough to warrant using one of the several Microsoft Office table functions—we can make suggestions that will save you time and effort.
- Pen in horizontal framing lines on your hard-copy draft, if necessary, rather than inserting computer-drawn lines.

Don't

- merge cells
- use the spacebar to get your columns to look aligned on your screen
- use complex formats and functions
- insert any horizontal framing lines into draft tables

References Cited

Do

- include all punctuation, including all that occurs in publication titles

Don't

- no indentations
- no italics, bold, or underlining

Footnotes and Endnotes

Do

- indicate the placement of a note in brackets: [F1], [F2], [F6] and so on, or [E1], [E2], ...
- prepare a separate file that contains the note text

Don't

- please do not use the computer's footnote and endnote functions

Parentheses, Common Uses

- citation of literature references, figures, and tables
- acronym introductions
- measurement equivalents and similar technical inserts such as species or common names

Parentheses, Other Important Uses

- to enclose numbers and letters when they designate items in numbered and lettered lists

- examples:

Subsurface excavations will consist of: (1) backhoe trenching, (2) cleaning and examination of trench profiles, (3) sampling of subsurface features exposed in profile, and (4) hand excavation of 1-x-1-m units to expose the best-preserved features.

Figure 6. Hafted bifaces recovered at Lithic Concentration 1: (a) gray and white quartzite biface, Field Cat. No. 5038; (b) chert projectile point midsection, Field Cat. No. 5004; (c) white agate point fragment, Field Cat. No. 5064, (d) etc., ...

Keystroke Guidelines

- One space after a colon and a final period is preferred.
- When setting off a long quotation or other special text, use the same margins and indentations as the rest of the text; place a note in the document in brackets such as [block quote] or handwrite a note on the hard copy.
- Insert a comma before the final conjunction in a series:

Example: The primary colors are red, blue, and yellow.

Not: The primary colors are red, blue and yellow.

- Place commas and final periods inside quotation marks “As can be seen,” he said, “in this example.”
- Hyphenate compounds according to the standard rules described in these guidelines and related style guides, such as those for *American Antiquity* and *Historical Archaeology*:

a series of 1-x-1-m test units

a 3-m-deep trench

several well-preserved features

a single-component site

the distribution of piece-plotted artifacts

and a 2.8-cm-diameter hole

Required Sections

- Title Page
- Abstract or Executive Summary
- Table of Contents
- List of Tables
- List of Figures
- Figure Caption List
- Report Body; several main sections or chapters, such as:
Introduction, Previous Research, Methods, Results, Artifacts, Conclusions
- References Cited

Optional Sections

- Epigraph
- Acknowledgments
- Preface — by the author
- Foreword — introductory remarks by someone other than the author
- Epilogue
- Afterword
- Tables
- Figures
- Appendix or Appendices; each appendix should have its own References Cited section

Order of Sections

↓	Title Page	Introduction
↓	Epigraph	Main Report Sections
	Abstract , Executive Summary	Conclusions
	Acknowledgements	Epilogue
	Table of Contents	Afterword
	List of Tables	References Cited
	List of Figures	Tables
	Foreword	Figures
	Preface	Appendix, or Appendices A, B, C, etc.

Note that the first column shows the sections often referred to as “the front matter.” No report has yet contained all of the above-listed sections. On the other hand, some reports lack a common section, such as an Acknowledgments or Tables section.

Information for Some Reports

- basic accession information, as described in MWAC Collections Reporting Guideline No. 2.
- a National Technical Information Service (NTIS) report documentation page, Form OF-272.

Illustration Submission Guidelines

General Information

It is important to carefully consider the information needed on an illustration and to convey only the necessary elements pertinent to a report. The illustrator will be happy to assist authors in developing illustrations for their reports. Many illustrations, particularly park maps, are already drawn and can be easily modified. Ask the illustrator for assistance in locating existing maps and illustrations.

Types of Illustrations

- **Continuous Tone (Grayscale or Raster).** Examples of continuous tone illustrations are black-and-white and color photographs, topographic maps, rubbings, profile drawings with solid shaded fill, or any image that contains solid shading. Submit the best image possible.

Special Considerations for Continuous Tone Images

Color and B/W Photographs: Submit original photographs as glossy prints or as high-resolution digital files. Glossy prints must be at least snap shot size, approximately 3.5" x 5". Camera settings for photographs taken with digital cameras must be for high-resolution. Check camera instructions for settings to use for “printed images,” not for “screen viewing” images. Please avoid submitting color photographs that will need conversion to black and white (grayscale) images. Color prints do not generally convert and reproduce well as grayscale images. However, if this is the only option, the illustrator will reproduce the best quality B/W image possible.

Previously Printed Illustrations: Commercial materials previously printed (topographic maps, illustrations from books, etc.) do not always reproduce well because they have already been half-toned or scanned. Consequently, a moiré pattern will develop during reproduction. Image manipulation software will eliminate most or the entire moiré pattern, however, reproduction quality will be diminished. If reproduction from previously printed materials is the only option, the illustrator will reproduce the best quality image possible. Please try to provide the original print, negative, or a glossy photographic copy of the original.

- **Line Art (Vector).** Examples of line art illustrations are maps, profiles, site excavation plans, artifact drawings, or any other images that do not contain solid shading or fill.

Base Material

Provide the illustrator with the highest quality base material available to use for illustration production. Good quality originals or digital data produce good quality reproductions. Examples of base materials include photocopies, plan maps, copies of fire insurance maps, copies of existing maps (both paper and digital files), coordinate data, artifacts, field drawings, notes, and tracings. The authors do not need to re-draw base material for the illustrator. Instead, if the base material is complex, supply a list or highlight the features to include or exclude in the final image. You can also submit written instructions without any base materials.

Author's Instructions to Illustrator

The authors DO need to provide clear instructions for each illustration. Clear instructions ensure efficiency by reducing cycles of modification, delays, and interruptions for authors and the illustrator. It is the illustrator's responsibility to produce the images, sometimes from a variety of sources.

Example Submissions and Instructions. Directly below are examples of materials and instructions for the development of various illustration.

M = author-supplied materials; I = instructions.

Cropping an Image:

- (M) Author provides an existing map of a historic feature and photocopy of the map.
 - (I) Figure 3 — Produce clean version of feature for this report and possible future reports. Crop map (approximately) as indicated by the box drawn on photocopy. Digitize all information from original map. The original historic map has obvious stray marks and handwritten notes; do not include any stray marks or notations on the newly created version.
- (M) Author provides a photograph and written instructions only.
 - (I) Figure 4 — The important feature to illustrate is the cabin in relation to the lake. Scan, crop, and enlarge image so that cabin and shoreline are dominant while still showing some of the surrounding area.
- (M) Author provides the original photograph with a post-it indicating area to crop.
 - (I) Figure 5 — Scan photo and crop from left (approximately) at post-it. Include remainder of photograph and try to enhance image quality.

Labeling an Image:

- (M) Author provides photocopy of a profile drawn at the site and a photograph of the same profile.
 - (I) Figure 20 — The finished figure will consist of only the photograph. Combine the information circled in green on the profile drawing with a scanned photo image to create Figure 20. Emphasize the profile levels and label with I, II, etc. (Do you have any suggestions on how to emphasize the profile levels?) Also, add vertical and horizontal scales.
- (M) Author provides topographic map and photocopy of topographic map with approximate location of boundary indicated.
 - (I) Figure 50 — Indicated on photocopy is the extent of area to reproduce. Scan original topo map and add site boundary line. Label with site number 0X000.

Creating Five Maps for a Multi-Year (4-Year) Project:

- (M) Author provides a 24" x 36" field drawing for the current project year along with a copy of the field notes, coordinate/distance information, and a topographic map. Also provided are photocopies of existing maps for each of the three previous years and the corresponding digital files.
 - (I) Figures 1–5: Produce five maps, illustrate the work done in each year of the project, and a compilation map of all four years. Maps 1–3, existing digitized maps were produced in the

field by a different archeological student each year, and they are not finalized nor standardized. Map 4, digitize map of current field year using the materials supplied. Map 5 is a combination of all work done over the past four years. It is not necessary to have the elements of each year identified as such, the purpose is to show a combination of all elements from all field projects without distinguishing between years. I noticed that some of the information on the four maps is unnecessary, and I have highlighted those elements that can be deleted.

Standardize the maps so that they are stylistically the same. All maps must be reproduced in black and white; absolutely no color can be used. Include all test units, shovel tests, historic buildings with related features, locations of artifacts, topographic lines, roads, and water features. Since the maps are very complex, I have probably left a lot open for discussion.

I will be available for the next two weeks, and then I will be in the field for two months. Please feel free to see me regarding this project for any additional information, clarification, or suggestions before I leave. Any further discussion will need to wait until I return.

Author-Supplied Finished or Completed Illustrations

Often times an author will submit illustrations that are identified as finished or completed. Keep in mind that finished or completed illustrations need no further manipulation and are in a print- or camera-ready format. If you are unsure, then do not submit as finished. If the author is supplying finished digital illustrations, do not embed them in a document file. Rather, supply each illustration as a separate file in the native format or convert it into a format that is Windows compatible (IBM-PC). If you are not sure what format to submit, ask the illustrator for assistance.

Report and Illustration Submission Checklists

An essential part of the submission process is to fill out the submission checklists completely and turn over all report materials and forms to your program manager. To access the submission checklists, click on:

[Report Submission Checklist](#)

[Illustration Submission Checklist](#)

Part II: Content Development

Abstracts and Executive Summaries

- The Abstract is normally the first numbered page, roman numeral one (i) at bottom center.
- Do not introduce or use acronyms in the Abstract and do not cite references.
- The Abstract should not take up more than one finished page, which is close to 600 words or 2,800 characters. Using Word, select the portion of text to be counted, or make no selection to count the entire document, then apply Tools > Word Count.

Some reports require an Executive Summary instead of an Abstract. The author must determine prior to report submission which is appropriate. Supervisors, park managers, or liaisons with other agencies may be consulted on this matter. Like an Abstract, an Executive Summary is normally the first numbered page. Unlike an Abstract, an Executive Summary has no word or page limit.

Note: A Foreword and a Preface are optional; they are the last portions of the front matter, i.e., they appear just before the Introduction or other first chapter of the main report body. A Preface is written by the author, whereas a Foreword is written by a colleague. If both are included in one report, then the Foreword appears first.

Abbreviations and Acronyms

- Do not introduce or use acronyms in the Abstract, Acknowledgments, Preface, or Foreword.
- Introduce each acronym in the body of the report at the first use of the full name, concept, procedure, policy, or item of equipment.
- After an acronym is introduced, use it consistently throughout the rest of the report.
- Use acronyms sparingly. An excess of acronyms diminishes the usefulness of each acronym.
- Avoid abbreviations if an acronym can be used for agency and institution names. For example, NPS and USDI are acronyms, whereas Nat. Pk. Serv. and Int. Dept. are abbreviations.

Just because a name or term can be reduced to an acronym or an abbreviation does not mean it should be. There is no requirement that every possible acronym must be introduced and used. Do not introduce and use an acronym just because one exists in common usage or appears in a list or in someone else's report.

Latin Phrases

- e.g. *exemplis gratis* (singular) or *exempli gratia* (plural): for the sake of example; followed by a comma, it means "example(s) of the preceding" and is used to introduce a simple, in-text list.
- i.e. *id est*: that is; followed by a comma, it means "defines or is equivalent to the preceding" and is used to identify one thing or to introduce a short and complete list.
- et al. *et alii*: and others; replaces a list of co-authors in a reference citation.
- ca. *circa*: about; used with dates; but use \approx for approximate measurements.
- etc. *et cetera*: and so forth; do not use with e.g.; it is followed by a comma if the sentence continues.
- vs. *versus*: against.
- et seq.* when referencing federal statutes.
- cf. This often-misused abbreviation does not mean see, see also, or but see. It indicates that a faunal or floral field specimen is close to but perhaps not identical to members of an established taxon. Lucas (1986) provides a detailed discussion on the use of cf. An acceptable use in archeological reports is to direct readers to compare two or more items for contrast or conflict.

Measurement Units

- Abbreviate or symbolize measurement units when they follow numbers.
- Abbreviations are not followed by periods unless they end a sentence.
- When using sq or superscript 2, pay close attention to whether you are expressing dimensions or area. For example, a 2-m-sq test unit is not the same as a 2-m² test unit.
- Use measurement abbreviations and symbols only with actual measurements; do not use forms such as: only a few g of datable material, several m west of the trench, under the last cm of silt.
- When specific temperatures are presented, use the degree symbol followed by C or F. When both are given, provide Celsius first with the Fahrenheit equivalent in parentheses, e.g., 22°C (72°F).
- Consult the list of measurement unit abbreviations on page **32**.

Capitalization

Designations

- Specific designations are capitalized when particular examples of those designations are identified:

Test Unit 5	Burial 2	Transects A and B
Test Units 1–5	Feature 10	Historic Structure 8
Shovel Tests 11–29	Mound 97	Isolated Finds 15–18
- Designations are not capitalized when the reference is generic, even if a quantity is given:

Eighteen shovel tests were sterile.

The pedestrian inventory crew recorded 20 isolated finds.

The crew excavated five test units during the first field season.

Capitalization Examples from *American Antiquity*:

Upper Paleolithic period, late Holocene, Classic period, Koster site, Anasazi culture, Upper Republican aspect, Olmec horizon, Riverton phase, Denali complex, Clovis point, Cody knives, Hardin Barbed point, Salado polychromes.

Capitalization Examples from *Historical Archaeology*:

Federal-period architecture, Raritan formation, American Southwest, southwestern United States, southeastern plantations, Washington State, Stadt Huys block, Dalton point, Ohio River.

National Park Service Terms

- Job titles, including acting assignments, are capitalized when used with someone's name:

We met with Superintendent Nelson and Chief Ranger Peterson in the visitor center.
- When used generically, job titles should be lowercased:

We met with the superintendent and the chief ranger to discuss alternatives.
- The same applies to terms that are sometimes part of a formal name and sometimes used generically:

fort	monument	campground	national park
park	historic site	visitor center	recreation area
trail	historical park	ranger station	historic structure

Figure Captions and List of Figures

A figure caption list and a separate List of Figures must be supplied. Rarely can a List of Figures be used directly as a source of captions.

Captions

- Each caption begins with ‘Figure’ followed by a number, a period, and the caption text.
- Indicate parts of a figure, such as individual artifacts, with lowercase letters in parentheses or with terms such as above, below, top, bottom, inset, left, or right in parentheses.
- Brief information should be enclosed in parentheses: (scale in cm).
- Lengthy information should stand as a separate text element even if it is not a complete sentence, beginning with a capital and ending with a period: Note the observation tower in left background. Photograph courtesy of the Smithsonian Institution.

In the List of Figures

- Each entry begins with the number followed by a period; don’t repeat ‘Figure.’
- Entries contain less detail than found in the corresponding captions. For example, the List of Figures uses only “Bifaces and projectile points,” while the caption begins with “Bifaces and projectile points” and continues with the details for items (a), (b), (c), and so on.
- Information understood only in the context of the figure should be left out of the List of Figures, such as: Arrow in left foreground indicates hearth.

Footnotes and Endnotes in Text

- Refer to Part I for instructions on preparing footnotes and endnotes in draft submissions.
- Footnotes and endnotes in text are rarely needed (SAA 2003:31, §3.10; Hansen 1991:25). Most notes are easily converted to normal text and placed within the main discussion.
- An extensive note unsuited for conversion to normal text might better occur as an appendix.
- Superscripting and final note placement occur during a late stage of report production.
- Footnotes in tables are discussed as a separate topic, see ***Tables***, page 19.

Gender Neutrality

- *American Antiquity* prohibits the use of male third-person pronouns and the generic ‘man’ in reference to non-sex-specific semantic categories.
- Avoid ‘he’ when sex is unknown and avoid ‘he/she’ as a substitute, which become tedious after just a few occurrences.

Problems with subject-verb agreement often develop when writing gender-neutral phrases. The following examples show how minor rephrasing avoids ungrammatical and politically incorrect sentences.

☹ Grammatically correct but inappropriately gender-specific draft sentence:

A good archeologist always has his trowel with him at all times in the field.

☹ Typical but ungrammatical attempt at rephrasing:

A good archeologist always has their trowel with himself/herself at all times in the field.

☞ Short, grammatical, and politically correct:

Good archeologists always have their trowels when in the field.

Headings

- Do not create headings that go below the fifth level of embedding. For further discussion, click on **Enhancing Readability**, which includes a review of the uses and misuses of headings.
- Italics, bolding, centering, and other details are set at a late stage of report production. For instructions on how to show headings and levels of embedding in drafts, go to ***Headings*** (Part I), page 4.

Hyphenation

- Hyphenate words that function together as an adjective:
a 10,000-year period a 6- to 10-m-thick layer three 1-x-1-m test units
a 3-m-deep trench one 6-mile-long transect ten 50-cm-deep shovel tests
- Examples from *American Antiquity* of permanent combinations that are now one-word compounds: preceramic, Postclassic, Paleoindian, Precolumbian, noncultural, infrastructure, intercommunity, intrasite, reanalyze, rockshelter.
- There are always exceptions—no hyphen before *cell*: short cell phytolith, long cell phytolith.
- Use hyphens in designation abbreviations: TU-4, IF-10, EU-1, ST-22.

Italics

Italics are applied throughout a report during a late stage of report production to:

- foreign words and phrases—most dictionaries list these in a foreign terms section;
- genus and species names, but not to sp. and spp. when following genus names in lieu of species;
- the names of ships, book titles, and names of journals;
- words, phrases, and selected sentences for emphasis;
- to *et seq.* when it occurs within a reference to a federal statute;
- sic* within square brackets in a transcription to identify a mistake in the original material;
- but not to e.g., i.e., et al., ca., etc., and vs.

For readability considerations and instant recognition as special concepts, the Midwest Archeological Center italicizes:

- ✧ *in situ*, in place
- ✧ *a priori*, at first, prior to experimentally derived information
- ✧ *terminus ante quem*, limit before which, or end of a time period
- ✧ *terminus post quem*, limit after which, or beginning of a time period

References Cited entries have the following elements in italics:

- | | |
|---------------------|--|
| book titles | titles of electronic documents |
| journal names | titles of catalogs and reprinted catalogs |
| dissertation titles | titles of Midwest Archeological Center reports |

... but not a publication series name: Bulletin, Contribution, Memoir, Monograph, Papers, Report, Studies.

Numbers

Numbers are so often used for non-quantitative purposes that in many cases there is little functional distinction between numbers and letters. A field specimen number, a provenience unit number, and a date written into field notes all use numbers to relate non-quantitative information. One implication is that numbers often need special treatment to emphasize non-quantitative uses and for the sake of readability.

Cardinal Numbers

Generally

- Zero through nine are spelled out, while numbers above nine in text are written as arabic numerals.
- All numbers in tables are written as arabic numerals.
- Spell out multi-digit numbers that begin a sentence.
- Spell out non-specific numbers above nine, as in “The site covered several hundred square meters.

Exceptions

- Use arabic numerals for small numbers when there are many measurements, counts, and/or values above nine in a discussion.

- Numbers up to 100 should be spelled out when they precede unit modifiers:

twelve 6-inch guns	two $\frac{3}{4}$ -inch boards	three 4-foot boulders
seventy 55-gal. drums	120 8-inch boards	220 9-pound shells

‘Half’ and other spelled-out fractions should be changed to decimals when associated with specific measurements; e.g., use ‘at each 0.5-m point’ instead of ‘at each half-meter point’ except in quotations. On the other hand, ratio-style fractions ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$) are sometimes appropriate; refer to **Other Numbers**, page 15. Use arabic numerals for single-digit numbers when fractions are employed, e.g., $1\frac{3}{4}$ or $4\frac{1}{2}$, not ‘one and $\frac{3}{4}$ ’ or ‘four and $\frac{1}{2}$.’

Ordinal Numbers

- American Antiquity* prefers ordinal numbers—first, second, third, etc.—spelled out in text.
- Historical Archaeology* requires all centuries to be written as arabic numerals in text except in quoted material, e.g., artifacts dating to the 17th century, mid-18th-century artifacts.
- When variation occurs in a draft report, editing defaults to *American Antiquity* rules.

Dates and Years

- Spell out months, but not the strictly numerical components of calendar dates, e.g., March 10, 1813. Exceptions are dates in quotations, publication titles, and other transcribed text.
- Write decades with no apostrophe, e.g., the 1870s.
- Year spans are written as arabic numerals with both components given in full, e.g., 1550–1650.
- Do not place commas in year-only dates except when there are five or more digits, e.g., AD 1500; 5500 BC; 9000 BP; 11,500 BC, the sample dated to 2750 ± 70 BP.
- Note the lack of periods in AD, BC, BP, and RCYBP. AD precedes the digits; BC, BP, and RCYBP follow the digits.
- Place commas in quantities of years between the hundreds’ and thousands’ place, e.g., about 7,500 years ago; warming began 1,500 years later; a period lasting at least 3,000 years.

Site Numbers

- Use Smithsonian Trinomial System (STS) site numbers unless an alternative system applies to the region *and* is the standard, e.g., Arizona, Canada.
- Use only capital letters for the county designation; do not use hyphens or spaces to separate components of the trinomial, e.g., 23SL765 designates White Haven, Grant’s home in Missouri.
- Some states have different notions about spaces, hyphens, and capitalization in STS numbers, which may be applied when supported by an authoritative guideline.
- When a site or structure has a name and a number, introduce both but do not use both continuously throughout the report—pick either the name or the number to be used as the standard referent.

Designations

- Use arabic numerals for numbers in designations such as test pits, features, mounds, trenches, burials, photographic film rolls, published volumes, and similar components of archeological field-work and reporting. Refer to the examples appearing under **Capitalization**, page 11.
- Exceptions might occur in quoted material and transcriptions; always follow the original format.
- Hyphens and abbreviated designations are covered under **Hyphenation**, page 13.
- Use ‘No.’ or ‘Number’ only when part of a traditional identification system: a No. 2 pencil, 12 feet of No. 22 copper wire, a self-addressed No. 10 envelope, one ton of No. 9 coal, and two No. 1 Tall cans.
- Never use # as a substitute for ‘No.’ or ‘number.’ Use # only in quoted and transcribed material.

Statistical Expressions

- Example: $\chi^2 = 32.5$; $df = 3$; $p < .05$
- Insert spaces on both sides of an equal sign.
- Do not use leading zeros in decimals indicating significance level, for example $p < .10$.
- Separate terms in a string of related statistics with semicolons.

Leading Zeroes

- When expressing decimals less than one in text, use leading zeros, e.g., two tenths or ‘point two’ is represented as 0.2 instead of .2.
- Use leading zeros in tables and graphs.
- Exception: don’t use leading zeroes in statistical expressions, such as in significance level, $p < .15$.

Other Numbers

- Spell out terms such as half, quarter, one-half, one-quarter when they occur by themselves as descriptions or quantities.
- Use fraction symbols when they occur as parts of larger numbers ($8\frac{1}{2}$) and in legal land descriptions (NW $\frac{1}{4}$ of the SW $\frac{1}{4}$...).
- Use arabic numerals in legal land descriptions to designate section, range, and township.
- Choose between such formats as “ten-penny nail” or “10d nail” and use the same throughout.

Passive Voice

- Use active verbs and active-voice constructions.
- Re-write passive voice sentences, which commonly appear in drafts.
 - Passive:* Eighteen new sites were recorded and five previously documented sites were relocated during the first field season by the Midwest Archeological Center field crew.
 - Active:* During the first field season, the Midwest Archeological Center field crew recorded 18 new sites and relocated 5 previously documented sites.
- Do not use passive verbs in National Register of Historic Places eligibility statements (page 18), where it is important to identify who has nominated, determined, or recommended something.
- Do not use a passive verb to avoid a first-person statement, which uses ‘I’ or ‘we.’ Unless they are overused, first-person statements do not constitute bad writing, and they can often help clarify.

Punctuation

Apostrophe

- An apostrophe normally indicates possession:
 - The park’s maintenance crew cheerfully participated in the Center’s site survey.
- The lack of apostrophe in *its* is an exception; note that *it’s* is a contraction of *it is*.
- Do not use apostrophes in most year designations, abbreviation plurals, and acronym plurals:
 - during the 1970s and 1980s, a total of 16 TUs, two GMPs, most URLs
- Use an apostrophe after the ‘s’ with a plural noun to indicate possession:
 - These guidelines addresses MWAC authors’ concerns.
- The following cases of maker and mark are from the *Historical Archaeology* style guide:
 - maker’s mark = one maker, one mark
 - maker’s marks = one maker, more than one mark
 - makers’ marks = more than one maker, more than one mark.

Brackets

The four main functions of square brackets are:

- (1) in text to indicate information added to the work of another writer, including editorial interpolations, corrections, explanations, translations, and comments;
- (2) in a reference to indicate information not on the title page of a publication or manuscript;
- (3) in any context to replace parentheses that would otherwise occur within parentheses, e.g., to enclose a reference citation occurring inside a parenthetical phrase or sentence; and
- (4) in mathematics as one of several signs of aggregation to indicate the order of operations within an expression or equation, such as $[(x + y)^2 z]$. Signs of aggregation work from the inside out starting with parentheses.

In addition to (2), the Midwest Archeological Center uses square brackets in some References Cited entries describing sources obtained from the Internet. Refer to **Citing Internet Sources** for examples.

Embossments and Inscriptions

- Use the original pattern of uppercase and lowercase.
- Use square brackets to enclose inferred elements.
- Use an ellipsis (three periods) to indicate a missing element or group of missing elements.
- Do not set the transcription in quotation marks. Instead, use a slash to indicate an original line end, including the original beginning and ending points.
- Include a space on each side of each slash. These examples are from Midwest Archeological Center reports; some are slightly modified:

/ ... HOVA ... / glass bottle embossment, YELL 48YE14

/ W.R.A. Co. / .41 L.D.A. / cartridge case headstamp, WICR Ray House

/ MADE / IN / USA / 900 / WB / spoon backstamp, FOLS Cavalry Barracks

/ BOTTLED BY / AMBROSE / & COMPANY / wine bottle embossment, WICR Ray House

- For complex trademarks, makers' marks, and insignia unsuitable for ordinary transcription, either:
 - (a) present significant marks as illustrations, or
 - (b) describe significant elements and arrangements rather than transcribe them, as in this example from the WICR Ray House wine bottle noted just above:

The base bears the symbol of the Owens Illinois Glass Company, i.e., a horizontal 'diamond' superimposed on an 'I' inside an 'O.' Surrounding the trademark are the numbers '7,' '2,' and '6' indicating ... the plant where the bottle was fabricated, the year date (which in this case was 1931—year dating began in 1930), and mold details.

Parentheses

Good uses include:

- reference citations
- figure and table references
- acronym introductions
- species names after common names
- enclosing numbers in lists
- enclosing lowercase letters in figure captions

Do not use parentheses for full phrases, extended comments, and sentences. Instead,

- Short comments should be set off by commas.
- Extensive comments should be made into separate sentences.

Quotation Marks

- In text, use double quotation marks to enclose short quotations included as part of a paragraph.
- Do not use quotation marks for a quotation separated from normal paragraphs as an indented block.
- Generally, a quotation running more than one line of an indented block, about 17 words or roughly 105 characters including spaces, should be set apart from adjacent text. Obtain word and character counts by selecting the quotation, then choose Tools > Word Count.
- In a References Cited entry, double quotation marks are used to enclose the document title transcribed from an online or Internet reference source. For details, refer to **Citing Internet Sources**.

Serial Comma

- Use a comma before the conjunction in a simple series of three or more items.

With a serial comma: The primary colors are red, yellow, and blue.
Without serial comma: The primary colors are red, yellow and blue.
- In a complex series, use semicolons as the main separators and commas as the secondary separators. Note that the middle term in the example below—blue, green, and yellow—is itself a series requiring a comma:

The tapestries had green and gold; blue, green, and yellow; and red and black designs.

Slash

The Chicago Manual of Style recognizes six legitimate uses of the slash:

- (1) to indicate a period extending more than one calendar year, e.g., winter 1921/22;
- (2) and/or;
- (3) to indicate alternate spellings, e.g., Hercules/Heracles;
- (4) In fractions, ratios, and mathematical equations;
- (5) to mark the original end of a transcribed line of text as it appears in the original; and
- (6) to mean ‘per’ in some abbreviations, e.g., km/h.

The Midwest Archeological Center adds:

- (7) as punctuation in Internet addresses and
- (8) as coordinate separators in site grid notation.

The four most common uses in Midwest Archeological Center technical reports are:

- ▶ **Slash as Line End Marker.** A slash marks the original end of a line of transcribed text, from graffiti to glass bottles to carved stone monuments. Here is an embossment on a glass jar from 48YE59, Yellowstone National Park: / DESIGN / PATENTED / 3 / AUG 5TH 1919 /. Note the spaces on either side of the slash. Other examples occur in the **Embossments and Inscriptions** discussion under **Punctuation** on page 16.
- ▶ **Slash in Ratios.** Use a slash to separate the terms of a ratio. For example, radiocarbon date discussions often include $^{13}\text{C}/^{12}\text{C}$ values. In equations, a slash means ‘divided by.’ If a formula or equation occurs within a line of text, a slash should separate the terms instead of a horizontal bar or \div .
- ▶ **Slash in Internet Addresses.** Slashes and backslashes often occur within Internet addresses for online references listed in the References Cited. Note that <angle brackets>, not slashes, serve to enclose an Internet address, whether or not slashes occur in the address.
- ▶ **Slash in Grid Notation.** When grid coordinates are combined to identify a geographic reference point, the two parts of the grid specification should be separated by a slash: E55/N110.

Radiocarbon Ages and Dates

- *Age* refers to an uncalibrated laboratory result expressed in conventional radiocarbon years BP.
- *Date* refers to the Gregorian calendar equivalent expressed in calibrated years AD or BC.
- *Sigma*, or the standard deviation (σ), is not an “error factor.”

Laboratory error, standard error, and standard deviation are all involved in radiocarbon analysis, but they are not synonymous; use these terms in their proper contexts. A standard deviation is based on count rate statistics only and is required for basic reporting and for calibration with CALIB, whereas laboratory error is an optional factor used in calibration and not usually included in an archeologist’s report of laboratory and calibration results (Stuiver et al. 2000:§1.3.3).

Required: Age and Sample Details

- Include the sample identification number assigned by the laboratory.
- State the material dated, such as corn cob, wood charcoal, bone apatite, blood residue, or pollen.
- Give the uncalibrated conventional radiocarbon age and sigma first.

The radiocarbon age must be based on the 5568-year half-life. If conversion is necessary, use the 5730-to-5568 conversion factor of 1.0291 to convert a 5730 age. The uncalibrated age is expressed as years BP (0 BP = AD 1950). State whether the laboratory corrected for isotope fractionation and, if so, provide the $\delta^{13}\text{C}$ measurement or the laboratory estimate.

Optional: Date and Calibration Details

- A Gregorian calendar date equivalent for a radiocarbon age is obtained by entering the conventional radiocarbon age into a calibration program such as CALIB (Stuiver and Reimer 1993).
- The Midwest Archeological Center neither requires nor prohibits the conventions “cal AD” and “cal BC,” which emphasize the restricted meaning of *date* noted above.
- *American Antiquity* provides an example of a first-time report of a radiocarbon age and date:
3680 ± 60 BP (Pta-3964; wood charcoal; $\delta^{13}\text{C} = -23.8\text{‰}$); date ranges are 2279–2232 cal BC ($p = .05$) and 2209–1905 cal BC ($p = .95$) when calibrated at two sigma (2σ) with CALIB 2.0.

Fractionation and Calibration

Beta Analytic uses the 5568-year half-life and routinely makes an isotope fractionation correction using a direct measurement or an estimate of the ratio of ^{13}C to ^{12}C . In fact, most laboratories correct for isotope fractionation in any “conventional radiocarbon age.” When calibrating a *conventional* radiocarbon age with CALIB or a similar program, therefore, do not choose the option to correct for isotope fractionation. This has already been done, and doing it again during calibration will produce significant errors.

A few laboratories have different sample processing and reporting standards and do not take $\delta^{13}\text{C}$ into account; they might report simply a “radiocarbon age.” If no such correction has been made, then the phrase “ $\delta^{13}\text{C}$ undetermined” should be substituted for the isotope fractionation data given with the other required age and sample details, as discussed above. When calibrating with a computer, choose the option to correct for isotope fractionation. For more on this topic, refer to SAA (1999:§3.3.5), Stuiver and Reimer (1993), and Stuiver et al. (2000).

Special Usages

Archeology and Archæology

- The standard Federal Government spelling is archeology, which is also preferred by the American Anthropological Association.
- Midwest Archeological Center employees and contractors must use the Federal Government spelling in original phrases and sentences, i.e., those written by the author.
- Follow the original spelling in quoted material, in organization names, in titles of cited reports and articles, and in the names of publication series.
- Authors and editors should not “correct” the -æ- spelling to conform to the government spelling in text not written by the Midwest Archeological Center author.

Historic and Historical

- *Historic* describes tangible things and specific places. Place, building, property, structure, and fabric are all tangible and specific. Historic preservation refers to the preservation of historic things. Phrases used in cultural resource management include: historic building fabric, historic structure, Historic American Buildings Survey, national historic site, National Register of Historic Places.
- *Historical* describes concepts and entities, such as historical society, historical archeology, historical significance, and historical development.
- The National Park Service distinguishes between a national historical park and a national historic site. The implication is that a park has broader significance than a site. Here, *park* is used in the specific sense, not the expanded one explained below under **Park**, page 19.

National Register Eligibility Statements

Archeologists are often required to make preliminary or provisional assessments as to whether a site might qualify for listing on the National Register of Historic Places (NRHP). Unfortunately, there is far too much variation in the phrasing of such assessments. Terms such as recommended, nomination, eligible, potentially, and determined are often combined in misleading, ambiguous, or incorrect ways.

- It is important to use “determination” or “determined” very carefully in order to convey the correct information about the status of a site and what stage has actually been reached in the NRHP process.
- Be careful with “nomination” and “nominated”—phrases such as “has been nominated” and “is eligible for nomination” are often misused and, at best, are not fully informative.
- Some states have their own determination process, the results of which remain subject to evaluation by the Keeper of the Register and the NRHP staff. In such cases, it might also be correct to say something to the effect that a determination has been made at the state rather than the federal level.
- The Keeper of the Register and a few state historic preservation authorities are the only entities who can make a *determination*. Do not use “determined” or “determination” to describe any other action, opinion, judgement, status, or finding.

Even if a formal Determination of Eligibility pertains to the site you are describing, do not use constructions such as “The site has been determined eligible for inclusion on the National Register” or “This site is recommended as eligible.” These use the passive voice, which does not require identification of who determined or recommended. Refer to page **15** for more on the topic of passive and active verbs.

It should be stated clearly when the author of a report is offering an eligibility opinion. Here is a satisfactory statement for situations that Midwest Archeological Center authors might encounter when reporting the results of fieldwork:

Our fieldwork shows [or, On the basis of this fieldwork, I believe] that this site fulfills the requirements for inclusion on the National Register of Historic Places.

Park

The National Park Service uses *park* in a sense not found in dictionaries. *Park* often means any NPS field area, not just a unit with “Park” in the designation (National Park Service 1991:7). There are many kinds of NPS units or field areas. *Park Designations* are listed on page **26**.

When park is used in the expanded sense to mean any type of field area, it contrasts with regional and support offices, training centers, archeological centers, service centers, and other NPS facilities that serve administrative and support functions rather than having one or more resources to protect and interpret.

This expanded NPS definition of park is necessary in generalized statements such as, “There are now over 380 parks open to the public and administered by the National Park Service” even though the majority are not specifically designated as national parks.

It should not be necessary to explain this use of park in a document prepared for NPS readers. When writing for a non-NPS readership, however, or if there is no pressing need to use park in the expanded sense, it is better to avoid the term altogether and find an alternative that requires no explanation, such as “NPS field areas” or “field units of the National Park Service.”

Tables

- Each table must be numbered sequentially with arabic numerals and cited in order in the text beginning with Table 1. Tables may be cited in groups and in other tables.
- Each table must have a short title, which should not provide background details or describe the conclusions one might draw from the table.
- Use normal uppercase and lowercase for the title, but use initial capital letters on major words in the column headings.
- Leave ‘Table’ out of each entry in the List of Tables; instead, begin each List of Tables entry with the table number followed by a period. Entries in the List of Tables may have shortened titles.
- There should be no reference citations in the table title. Data source notes and reference citations must be placed in footnotes at the end of the table, as explained below on page **21**.

Table Types

Summary Tables. Information spread out over several chapters is gathered into one table for quick reference and to summarize certain kinds of results. For example, this kind of table might have column headings for site number and site size; types of fieldwork activities, such as mapping, surface collection, or excavation; feature numbers and types; dating; and national register status.

The same information appears in the report text, but it is scattered across many pages and perhaps several chapters. The table allows a user to quickly locate all of a particular kind of information without having to flip through many pages of text to pick out bits and pieces from the body of the report. A summary table concentrates essential information in one place, i.e., repetition for convenience.

Supporting Expansion. The second basic type of table expands on and supports an inference or conclusion given in the report body. This kind of table contains details that a critical reader needs to evaluate an inference or conclusion given elsewhere. It provides the basic data, the results of an analysis, or both.

Tables in this category vary tremendously in complexity. If a table is highly complex, the author should at least consider breaking the table up into smaller, less complex, more manageable portions.

Tables must not simply present numerical repetitions of simple observations stated in the text. That is, do not use a table to repeat a statement given in the text such as, “Fifteen projectile points were recovered from Feature 3 (Table 18),” when the cited table merely lists the counts and totals for various artifact classes, numbers of complete and incomplete specimens, and so on. In this example, no conclusion or inference is drawn from the data—one descriptive statement merely appears in two forms.

The supporting expansion table should contain at least some information not found anywhere else while providing the basis for a statement that makes use of the table’s implications. The following example cites a hypothetical supporting expansion table.

As demonstrated in Table 11, storage pit volume decreases through time while frequency increases, with no significant net change through time in total available storage volume, suggesting a constriction of the size of food-sharing groups without a noticeable change in population numbers or density.

Inventory for Documentation. The third basic type of table is an inventory of artifacts or results not presented in detail in the text and not necessarily discussed in detail in the report. The kind of results appearing in an inventory table depends on the nature of the project. For example, an artifact collection from a study area might not support new conclusions about the area’s prehistory or history. The information is basic documentation of NPS activities as required by park policy and federal regulations. This type of table might not be cited in the text in support of any particular inference; rather, it is part of the collection description and is required for basic documentation.

This third type of table is often appropriate as an appendix. Table length is not the main criterion for whether it is appendix material. The major factor to consider is whether a data set is presented for the most basic documentation purposes or whether it is for immediate reader reference in support of a specific point made in the text. If it serves only as basic documentation, then it should probably be contained in an appendix.

It is not necessary to include all data sets and all research materials produced during a project. Many data sets are important for research in general and yet not within the reader’s interests or needs. If the information presented in an inventory for documentation does not need to be examined by the reader to understand or use the report, then cite the data on file or archived, or indicate some other way that the data can be located.

Table Layout and Organization

Like elements should read down, not across. Often, the “like elements” are artifact types or similar categories, and the cell entries are counts or similar quantities. The preferred layout organizes values into columns that can be summed, i.e., the counts are read down. A table might also have meaningful row totals or subtotals.

If there are two or more tables that present parallel information—for example, counts of the same kinds of ceramics from several historic structures, with each structure represented by its own table— then the column headings in one table should not appear as row titles in one of the other matching tables.

Table Footnotes

- Information that applies to an entire table is placed in a general note at the end of the table.
- Information restricted to a part of a table should be placed in a column or row footnote.
- Arrange footnotes, with each one beginning on its own line, in the following order:
 - ¹ general notes, which are indicated by superscripted numbers
 - ^a specific notes, which are indicated by superscripted lowercase letters
 - * statistical significance notes, which are indicated by asterisks
- The title of a table does not carry footnotes or reference citations.
- The only footnotes in a technical report should be those in tables. Consult Part I for instructions on how to prepare footnotes for draft submission.

Footnotes are not limited to short numerical items or reference citations. There may be essential information that, for any of a number of reasons, does not fit well in the main text, does not constitute a main entry in an existing table, and would not be suitable as material for a separate table. Placing essential information in an extensive table footnote may be an excellent alternative to placing it in the main text.

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Part III: Reference Materials

Spelling Guide

aboveground
acknowledgments
Agency
archeology (review usage, page 18)
AutoCAD
backcountry
baseline
basemap
belowground
beltcourse
bird's-eye view
buffware
builder's trench
build-up
butt plate
campsite
cast iron
cast-iron (as adjective)
catalog
centerline
chi-square
concessionaire
concrete block
concrete-block base
cord-marked
cord-wrapped stick-impressed
cord-wrapped-stick impressions
courthouse
co-vary
cross section (noun)
cross-section (verb¹)
cultural ecology
cultural-historical
culture history (not cultural history)
cutbank
database
dBASE
Departmentwide
dry-screened
email²
ear spool
eolian (not æolian)
enamelware
endscraper
Euroamerican
Eurocanadian
federal (but, Federal Government)
field crew
field house
field notes
field school
fieldwork
filename
fire-cracked rock
flat glass
floodplain
gray (not grey)

¹ cross-sectioned (adj. and verb).

² although the hyphenated form is common, the unhyphenated form is preferred.

ground stone
ground-stone artifacts (adj.)
gunflints
gunshot wound
half-life
hand-painted bowl, jar, etc.
heat-treated silicates
hollowware
hunter-gatherer
icecap
Internet
interagency
intersite
intranet
intrasite
krotovina
labeled
lab work
lens
lipping tool finish
loess
long cell phytolith
main line
maker, with *mark*, go to page 15
microwear
minié ball
myriad (use only as adjective³)
nationwide
noncultural
non-federal
nonetheless
nonlocal
nonspecific
obsidian-hydration dating
offsite
ongoing
online
onsite
overstory
Paleoindian
parkwide
part-time
photograph (not photo)
piece-plotted
pinflag
pithouse
pit structure
plainware
plowzone
postcontact
postdate
postdepositional
postglacial
posthole
posthole fill
posthole digger
post bottom mold
post mold
pothole
powerhouse

³ as in “the myriad stars above.”

power plant
pre-Basketmaker
preceramic
precontact
predate
Presidential Proclamation
push-pull
reanalyze
reconnaissance
re-create⁴
redware
Regionwide
re-use
roadbed
roadcut
rockshelter
room block
rough-cut stone
row house
Servicewide
short cell phytolith
shovel test
side-gable roof
sidescraper
slope wash (as noun and adjective)
statewide or Statewide
storefront
stoneware
thin-sectioned
timberline
toolstone
trademark
trade name
trailhead
transfer print
transfer-printed sherd
treefall
tree line
stoneware
understory
use life
use wear
use-wear analysis
vis-à-vis
visitor center (more on page 11)
vitrophyre
water line
Web site
whiteware
wickiup
word processing, processor
workforce
workload
workplan
World Wide Web
X ray (noun)
x-ray (verb, adjective)
yearend
yellowware
ziplock = zipper-seal

⁴ create again or restore.

Common Acronyms

Agencies and Organizations

Advisory Council on Underwater Archaeology	ACUA
Agriculture Department	USDA
American Anthropological Association	AAA
Bureau of American Ethnology	BAE
Bureau of Indian Affairs	BIA
Bureau of Land Management	BLM
Corps of Engineers (U.S. Army)	COE
Department of Agriculture	USDA
Department of the Army	DOA
Department of Defense	DoD
Department of the Interior	USDI or DOI
Department of Transportation	DOT
Environmental Protection Agency	EPA
Federal Housing Administration	FHA
Federal Highway Administration	FHWA
Federal Law Enforcement Training Center	OFIE or FLETC
Fish and Wildlife Service	FWS
Forest Service	USFS
Government Printing Office	GPO
General Services Administration	GSA
Interagency Archeological Salvage Program	IASP
Interior Department	USDI or DOI
Library of Congress	LC
National Archives and Records Administration	NARA
National Bureau of Standards (obsolete, use NIST)	NBS
National Cemetery System	NCS
National Historical Publications and Records Commission	NHPRC
National Park Service	NPS
National Institute of Standards and Technology (replaces NBS)	NIST
National Science Foundation	NSF
National Technical Information Service (Commerce Department)	NTIS
Natural Resources Conservation Service (replaces SCS)	NRCS
Nebraska Association of Professional Archaeologists	NAPA
River Basin Surveys	RBS
Register of Professional Archeologists	ROPA
Smithsonian Institution	SI
Society for American Archaeology	SAA
Society for Historical Archaeology	SHA
Society of Professional Archaeologists	SOPA
Soil Conservation Service (obsolete, use NRCS)	SCS
State Historic Preservation Office	SHPO

United Nations	UN
United States Air Force	USAF
United States Department of Agriculture	USDA
United States Department of the Interior	DOI or USDI
United States Forest Service	USFS
United States Geological Survey	USGS
United States Marine Corps	USMC
United States Navy	USN
Veterans Affairs, Department of	VA
Youth Conservation Corps	YCC

Technical Terms and Phrases

above mean sea level	amsl or AMSL
absolute pollen frequency	APF
accelerator mass spectrometry	AMS
arboreal pollen	AP
Celsius	C
centimeters below datum	cmbd
centimeters below surface	cmbs
cross section	XS
cryptocrystalline silicates	CCS
effective hydration temperature	EHT
electronic distance measurement	EDM
estimated number of fragments	EF
estimated minimum number of individuals	EMNI
excavation unit	EU, XU, and X
Fahrenheit	F
field specimen	FS
fire-cracked rock	FCR
Geographic Information System	GIS
Global Positioning System	GPS
million years ago	MYA or Ma
minimum number of individuals	MNI
multiple artifact cluster	MAC
non-arboreal pollen	NAP
number of identified specimens	NISP
Precision Lightweight GPS Receiver	PLGR
present ground surface	PGS
radiocarbon years before present	RCYBP
Smithsonian Trinomial System	STS
test unit	TU
thousand years ago	KYA or Ka
Universal Transverse Mercator	UTM
x-ray fluorescence	xrf or XRF

Legislation and Policy

Archeological Resources Protection Act	ARPA
Code of Federal Regulations	CFR
Contracting Officer's Representative	COR
Contracting Officer's Technical Representative	COTR
Cooperative Agreement	CA
Cultural Sites Inventory	CSI
Design Concept Plan	DCP
Determination of Eligibility	DOE
Executive Order	EO
Federal Register	FR
Fiscal Year	FY
full-time equivalency	FTE
General Management Plan	GMP
Historic Structure	HS
Interagency Agreement	IA
Job Training Partnership Act	JTPA
Memorandum of Agreement	MOA
Memorandum of Understanding	MOU
National Historic Preservation Act	NHPA
National Register of Historic Places	NRHP
Native American Graves Protection and Repatriation Act	NAGPRA
Public Law	P.L.
reservation of use and occupancy	RUO
Resource Management Plan	RMP
right-of-way	ROW
Scope of Work	SOW
United States Code	U.S.C.
Volunteers In Parks	VIP

Other — General

file transfer protocol	FTP
gunshot wound	GSW
hypertext markup language	HTML
local area network	LAN
optical character recognition (or, reader)	OCR
portable document format	PDF
request for proposals	RFP
rich text format	RTF
uniform resource locator	URL
wide area network	WAN
World Wide Web	WWW

Park Designations

IHS	International Historic Site
NB	National Battlefield
NBP	National Battlefield Park
NBS	National Battlefield Site
NHP	National Historical Park
NHP and PRES	National Historical Park and Preserve
NH RES	National Historical Reserve
NHS	National Historic Site
NL	National Lakeshore
NM	National Monument
NM and PRES	National Monument and Preserve
NMP	National Military Park
N MEM	National Memorial
NP	National Park
NP and PRES	National Park and Preserve
N PRES	National Preserve
NR	National River
NRA	National Recreational Area
NRR	National Recreational River
NRRA	National River and Recreational Area
N RES	National Reserve
NS	National Seashore
NSR	National Scenic River or Riverway
NST	National Scenic Trail
PKWY	Parkway
SRR	Scenic and Recreational River
WR	Wild River
WSR.....	Wild and Scenic River

Park and Office Acronyms

ABLI.....	Abraham Lincoln Birthplace NHS	BOHA.....	Boston Harbor Islands NRA
ACAD.....	Acadia NP	BOSO.....	Boston Support Office
ADAM.....	Adams NHS	BOST.....	Boston NHS
AGFO.....	Agate Fossil Beds NM	BOWA.....	Booker T. Washington NM
AKRO.....	Alaska Regional Office	BRCA.....	Bryce Canyon NP
AKSO.....	Alaska Support Office	BRCR.....	Brices Cross Roads National Battlefield Site
ALAG.....	Alagnak Wild River	BRVB.....	Brown v. Board of Education NHS
ALFL.....	Alibates Flint Quarries NM	BUFF.....	Buffalo NR
ALPO.....	Allegheny Portage Railroad NHS	BUIS.....	Buck Island Reef NM
AMIS.....	Amistad NRA	CABR.....	Cabrillo NM
AMME.....	American Memorial Park	CACH.....	Canyon de Chelly NM
ANCH.....	Alaska Public Lands Information Center, Anchorage	CACL.....	Castle Clinton NM
ANDE.....	Andersonville NHS	CACO.....	Cape Cod NS
ANIA.....	Aniakchak NM and PRES	CAGR.....	Casa Grande Ruins NM
ANJO.....	Andrew Johnson NHS	CAHA.....	Cape Hatteras NS
ANTC.....	Antietam National Cemetery	CAKR.....	Cape Krusenstern NM
ANTI.....	Antietam NB	CALI.....	California NHT
APCO.....	Appomattox Court House NHP	CALO.....	Cape Lookout NS
APIS.....	Apostle Islands NL	CANA.....	Canaveral NS
APPA.....	Appalachian NST Land Acquisition Office	CANY.....	Canyonlands NP
APPA.....	Appalachian NST	CARE.....	Capitol Reef NP
ARCH.....	Arches NP	CARI.....	Cane River Creole NHP
ARHO.....	Arlington House, The Robert E. Lee Memorial	CARL.....	Carl Sandburg Home NHS
ARPO.....	Arkansas Post NM	CASA.....	Castillo de San Marcos NM
ASIS.....	Assateague Island NS	CATO.....	Catoctin Mountain Park
AZRU.....	Aztec Ruins NM	CAVE.....	Carlsbad Caverns NP
BADL.....	Badlands NP	CAVO.....	Capulin Volcano NM
BAND.....	Bandelier NM	CCSO.....	Columbia Cascades Support Office
BAWA.....	Baltimore-Washington PKWY	CEBR.....	Cedar Breaks NM
BEFR.....	Benjamin Franklin NM	CHAM.....	Chamizal NM
BELA.....	Bering Land Bridge N PRES	CHAT.....	Chattahoochee River NRA
BEOL.....	Bent's Old Fort NHS	CHCH.....	Chickamauga and Chattanooga NMP
BIBE.....	Big Bend NP	CHCU.....	Chaco Culture NHP
BICA.....	Bighorn Canyon NRA	CHIC.....	Chickasaw NRA
BICY.....	Big Cypress N PRES	CHIR.....	Chiricahua NM
BIHO.....	Big Hole NB	CHIS.....	Channel Islands NP
BISC.....	Biscayne NP	CHOH.....	Chesapeake and Ohio Canal NHP
BISO.....	Big South Fork NRRA	CHPI.....	Charles Pinckney NHS
BITH.....	Big Thicket N PRES	CHPO.....	Chicago Portage NHS
BLAC.....	Blackstone River Valley National Historic Cemetery	CHRI.....	Christiansted NHS
BLCA.....	Black Canyon of the Gunnison NM	CHSC.....	Central High School NHS
BLRI.....	Blue Ridge PKWY	CIRO.....	City of Rocks N RES
BLUE.....	Bluestone NSR	CLBA.....	Clara Barton NHS
BOAF.....	Boston African-American NHS	CMCO.....	Claude Moore Colonial Farm

CODA.....	Lake Roosevelt NRA	FOCA	Fort Caroline NM
COLM.....	Colorado NM	FOCL.....	Fort Clatsop NM
COLO	Colonial NHP	FODA	Fort Davis NHS
CORO	Coronado N MEM	FODC	Fort Donelson NC
COSW.....	Congaree Swamp NM	FODO	Fort Donelson NB
COWP.....	Cowpens NB	FOFR.....	Fort Frederica NM
CRLA	Crater Lake NP	FOLA.....	Fort Laramie NHS
CRMO	Craters of the Moon NHP	FOLS	Fort Larned NHS
CUGA.....	Cumberland Gap NHP	FOMA.....	Fort Matanzas NM
CUIS.....	Cumberland Island NS	FOMC.....	Fort McHenry NM and Historical Shrine
CURE	Curecanti NRA	FONE.....	Fort Necessity NB
CUVA	Cuyahoga Valley NRA	FOPO.....	Fort Point NHS
DAAV	Dayton Aviation Heritage NHP	FOPU	Fort Pulaski NM
DABE	David Berger N MEM	FORA	Fort Raleigh NHS
DELA	Delaware NSR	FOSC.....	Fort Scott NHS
DELE.....	Delaware and Lehigh National Heritage Corridor	FOSM	Fort Smith NHS
DENA	Denali NP and Preserve	FOST	Fort Stanwix NM
DEPO.....	Devils Postpile NM	FOSU.....	Fort Sumter NM
DESO.....	De Soto N MEM	FOTH.....	Ford's Theatre NHS
DETO	Devils Tower NM	FOUN	Fort Union NM
DEVA	Death Valley NP	FOUS.....	Fort Union Trading Post NHS
DEWA.....	Delaware Water Gap NRA	FOVA.....	Fort Vancouver NHS
DINO	Dinosaur NM	FOWA.....	Fort Washington Park
DRTO	Dry Tortugas NP	FRDO	Frederick Douglass NHS
DSC	Denver Service Center	FRED.....	Fredericksburg National Cemetery
EBLA.....	Ebey's Landing NH Reserve	FRHI.....	Friendship Hill NHS
EDAL	Edgar Allan Poe NHS	FRLA.....	Frederick Law Olmsted NHS
EDIS	Edison NHS	FRSP.....	Fredericksburg and Spotsylvania NMP
EFMO	Effigy Mounds NM	GAAR.....	Gates of the Arctic NP and PRES
EISE.....	Eisenhower NHS	GARI	Gauley River NRA
ELIS.....	Ellis Island	GATE.....	Gateway NRA
ELMA.....	El Malpais NM	GEGR	General Grant NM
ELMO.....	El Morro NM	GERO	George Rogers Clark NHP
ELRO.....	Eleanor Roosevelt NHS	GETC.....	Gettysburg National Cemetery
EUON	Eugene O'Neill NHS	GETT.....	Gettysburg NMP
EVER.....	Everglades NP	GEWA.....	George Washington Birthplace NM
FAIR.....	Alaska Public Lands Information Center, Fairbanks	GICL.....	Gila Cliff Dwellings NM
FAMA.....	Father Marquette NM	GLAC	Glacier NP
FARM.....	Farmington Wild and Scenic River	GLBA	Glacier Bay NP and PRES
FEHA.....	Federal Hall NM	GLCA	Glen Canyon NRA
FILA	First Ladies NHS	GLDE	Gloria Dei (Old Swedes) Church NHS
FIIS.....	Fire Island NS	GLEC.....	Glen Echo Park
FLAG.....	Flagstaff Area Group Office	GLOR	Glorieta Battlefield
FLFO	Florissant Fossil Beds NM	GOGA.....	Golden Gate NRA
FOBO	Fort Bowie NHS	GOSP.....	Golden Spike NHS
FOBU	Fossil Butte NM	GRBA.....	Great Basin NP

GRCA.....	Grand Canyon NP	JECA.....	Jewel Cave NM
GREE.....	Greenbelt Park	JEFF.....	Jefferson National Expansion Memorial
GRFA.....	Great Falls Park	JEFM.....	Thomas Jefferson Memorial
GRKO.....	Grant-Kohrs Ranch NHS	JELA.....	Jean Lafitte NHP and PRES
GRON.....	Great Onyx Job Corps Civilian Conservation Center	JICA.....	Jimmy Carter NHS
GRPO.....	Grand Portage NM	JODA.....	John Day Fossil Beds NM
GRSA.....	Great Sand Dunes NM	JODR.....	John D. Rockefeller Jr. Memorial PKWY
GRSM.....	Great Smoky Mountains NP	JOFI.....	John Fitzgerald Kennedy NHS
GRSP.....	Green Springs Historic District	JOFL.....	Johnstown Flood N MEM
GRTE.....	Grand Teton NP	JOMU.....	John Muir NHS
GUCO.....	Guilford Courthouse NMP	JOTR.....	Joshua Tree NP
GUIS.....	Gulf Islands NS	KAHO.....	Kaloko-Honokohau NHP
GUMO.....	Guadalupe Mountains NP	KALA.....	Kalaupapa NHP
GWCA.....	George Washington Carver NM	KATM.....	Katmai NP and PRES
GWMP.....	George Washington Memorial PKWY	KEFJ.....	Kenai Fjords NP
HAFE.....	Harpers Ferry NHP	KEMO.....	Kennesaw Mountain NBP
HAFO.....	Hagerman Fossil Beds NM	KEWE.....	Keweenaw NHP
HAGR.....	Hamilton Grange NM	KICA.....	Kings Canyon NP
HALE.....	Haleakala NP	KIMO.....	Kings Mountain NMP
HAMP.....	Hampton NHS	KLGO.....	Klondike Gold Rush NHP
HAVO.....	Hawaii Volcanoes NP	KLSE.....	Klondike Gold Rush, Seattle Unit
HEHO.....	Herbert Hoover NHS	KNRI.....	Knife River Indian Village NHS
HFC.....	Harpers Ferry Center	KOVA.....	Kobuk Valley NP
HFJC.....	Harpers Ferry Job Corps Civilian Conservation Center	LABE.....	Lava Beds NM
HOAL, ALTR.....	Horace M. Albright Training Center	LACH.....	Lake Chelan NRA
HOBE.....	Horseshoe Bend NMP	LACL.....	Lake Clark NP and PRES
HOCU.....	Hopewell Culture NHP	LAME.....	Lake Mead NRA
HOFU.....	Hopewell Furnace NHS	LAMR.....	Lake Meredith NRA
HOME.....	Homestead NM of America	LAVO.....	Lassen Volcanic NP
HOSP.....	Hot Springs NP	LBME.....	LBJ Memorial Grove on the Potomac
HOVE.....	Hovenweep NM	LECL.....	Lewis and Clark NHT
HSTR.....	Harry S Truman NHS	LIBI.....	Little Bighorn Battlefield NM
HUTR.....	Hubbell Trading Post NHS	LIBO.....	Lincoln Boyhood NM
IATR.....	Ice Age NST	LIHO.....	Lincoln Home NHS
ICAG.....	Ice Age National Scientific Reserve	LINC.....	Lincoln Memorial
ICRC.....	Intermountain Cultural Resource Center	LIRI.....	Little River Canyon N PRES
ILMI.....	Illinois and Michigan Canal National Heritage Corridor	LODI.....	Long Distance Trails Group, Santa Fe
IMDE.....	Denver Support Office	LODT.....	Long Distance Trails Group, Salt Lake City
IMRO.....	Intermountain Regional Office	LONG.....	Longfellow NHS
IMSF.....	Santa Fe Support Office	LOWE.....	Lowell NHP
INDE.....	Independence NHP	LYJO.....	Lyndon B. Johnson NHP
INDU.....	Indiana Dunes NL	MAAC.....	Maine Acadian Culture Project
ISRO.....	Isle Royale NP	MABI.....	Marsh-Billings NHP
JAGA.....	James A. Garfield NHS	MACA.....	Mammoth Cave NP
JAME.....	Jamestown NHS	MALU.....	Martin Luther King Jr NHS
JAZZ.....	New Orleans Jazz NHP	MANA.....	Manassas NBP

MARS.....	Museum and Archeological Research	NOAT	Noatak N PRES
MASI.....	Manhattan Sites	NOCA.....	North Cascades NP
MAVA.....	Martin Van Buren NHS	NOCO.....	North Country NST
MAWA.....	Maggie L Walker NHS	[none].....	Great Egg Harbor Scenic and RR
MCHO.....	McLoughlin House NHS	[none].....	Pinelands Commission N RES
MEAF.....	US–Mexico Affairs Office	NPS, WASO.....	National Park Service Headquarters
MEVE.....	Mesa Verde NP	NPSA.....	National Park of American Samoa
MIMA.....	Minute Man NHP	NRLO	New River Gorge Land Acquisition Field Office
MIMI.....	Minuteman Missile NHS	NWAK.....	Northwest Alaska Areas
MISS.....	Mississippi NRRRA	OBRI.....	Obed Wild and Scenic River
MMBC.....	Mary McLeod Bethune Council House NHS	OCJO.....	Oconaluftee Job Corps Civilian Conservation Center
MNRR	Missouri NRA	OCMU.....	Ocmulgee NM
MOCA	Montezuma Castle NM	OFLE, FLETC.....	Federal Law Enforcement Training Center
MOCR	Moore's Creek NB	OLYM.....	Olympic NP
MOJA	Mojave N PRES	OPOT.....	Old Post Office Observation Tower
MONO.....	Monocacy NB	ORCA	Oregon Caves NM
MOPI.....	Mormon Pioneer NHT	OREG	Oregon NHT
MORA	Mount Rainier NP	ORPI.....	Organ Pipe Cactus NM
MORR	Morristown NHP	OVVI.....	Overmountain Victory NHT
MORU.....	Mount Rushmore N MEM	OZAR	Ozark NSR
MOWO.....	Muir Woods NM	PAAL.....	Palo Alto Battlefield NHS
MRCC.....	Mississippi River Corridor Study Commission	PAAV	Pennsylvania Avenue NHS
MWAC.....	Midwest Archeological Center	PAIS.....	Padre Island NS
MWRO	Midwest Regional Office	PECO.....	Pecos NHP
MWSO.....	Midwest Support Office	PEFO	Petrified Forest NP
NABR.....	Natural Bridges NM	PERI	Pea Ridge NMP
NACC.....	National Capital Parks, Central	PETE.....	Petersburg NB
NACC.....	Franklin Delano Roosevelt Memorial Park	PETR	Petroglyph NM
NACC.....	Francis Scott Key Memorial	PEVI.....	Perry's Victory and International Peace Memorial
NACE	National Capital Parks, East	PGSO.....	Pacific Great Basin Support Office
NAMA.....	National Mall	PHSO.....	Philadelphia Support Office
NATC.....	Natchez NHP	PIMA	Hohokam Pima NM
NATR.....	Natchez Trace NST	PINN.....	Pinnacles NM
NATR.....	Natchez Trace Parkway	PIPE.....	Pipestone NM
NAVA.....	Navajo NM	PIRO.....	Pictured Rocks NL
NCRC	Northeast Cultural Resources Center	PISC.....	Piscataway Park
NCRO.....	National Capital Regional Office	PISO	Pacific Islands Support Office
NCSO	National Capital Support Office	PISP.....	Pipe Spring NM
NEJE.....	New Jersey Coastal Heritage Trail Route	POEX.....	Pony Express NHT
NEPE	Nez Perce NHP	POGR	Poplar Grove NC
NERI.....	New River Gorge NR	POHE.....	Potomac Heritage NST
NERO	Northeast Regional Office	POPO.....	Poverty Point NM
NICO	Nicodemus NHS	PORE.....	Point Reyes NS
NIFC.....	National Interagency Fire Center, Boise	PRES	Presidio
NIOB	Niobrara–Missouri NR	PRPA	President's Park
NISI	Ninety Six NHS	PRWI	Prince William Forest Park

PUHE.....	Puukohola Heiau NHS	SPCO.....	Spanish Colonial Research Center
PUHO.....	Pu'uhonua o Honaunau NHP	STEAM.....	Steamtown NHS
PWRO.....	Pacific West Regional Office	STLI.....	Statue of Liberty NM
RABR.....	Rainbow Bridge NM	STMA, MATR.....	Stephen T. Mather Training Center
REDW.....	Redwood NP	STRC.....	Stones River National Cemetery
RICH.....	Richmond NBP	STRI.....	Stones River NB
RIGR.....	Rio Grande WSR	SUCR.....	Sunset Crater Volcano NM
ROCA.....	Roosevelt Campobello International Park	TAPR.....	Tallgrass Prairie NP
ROCR.....	Rock Creek Park	THKO.....	Thaddeus Kosciuszko NM
ROLA.....	Ross Lake NRA	THRB.....	Theodore Roosevelt Birthplace NHS
ROMO.....	Rocky Mountain NP	THRI.....	Theodore Roosevelt Inaugural NHS
ROVA.....	Home of Franklin D. Roosevelt NHS	THRO.....	Theodore Roosevelt NP
ROVA.....	Roosevelt-Vanderbilt Headquarters	THST.....	Thomas Stone NHS
ROWI.....	Roger Williams N MEM	TICA.....	Timpanogos Cave NM
RUCA.....	Russell Cave NM	TIMU.....	Timucuan Ecological and Historic Preserve
SAAN.....	San Antonio Missions NHP	TONT.....	Tonto NM
SACN.....	Saint Croix NSR	TOSY.....	Touro Synagogue NHS
SACR.....	Saint Croix Island International Historic Site	TRTE.....	Trail of Tears NHT
SAFE.....	Santa Fe NHT	TUIN.....	Tuskegee Institute NHS
SAFR.....	San Francisco Maritime NHP	TUMA.....	Tumacacori NHP
SAGA.....	Saint-Gaudens NHS	TUPE.....	Tupelo NB
SAGU.....	Saguaro NP	TUZI.....	Tuzigoot NM
SAHI.....	Sagamore Hill NHS	ULSG.....	Ulysses S. Grant NHS
SAIR.....	Saugus Iron Works NHS	UNST.....	United States Park Police
SAJH.....	San Juan Island NHP	UPDE.....	Upper Delaware Scenic and Recreational River
SAJU.....	San Juan NHS	USAR.....	U.S.S. Arizona Memorial
SAMA.....	Salem Maritime NHS	VAFO.....	Valley Forge NHP
SAMO.....	Santa Monica Mountains NRA	VAMA.....	Vanderbilt Mansion NHS
SAPA.....	Saint Paul's Church NHS	VICC.....	Vicksburg National Cemetery
SAPU.....	Salinas Pueblo Missions NM	VICK.....	Vicksburg NMP
SARA.....	Saratoga NHP	VIET.....	Vietnam Veterans Memorial
SARI.....	Salt River Bay NHP and Ecological Preserve	VIIS.....	Virgin Islands NP
SCBL.....	Scotts Bluff NM	VOYA.....	Voyageurs NP
SEAC.....	Southeast Archeological Center	WABA.....	Washita Battlefield NHS
SEBE.....	Sewall-Belmont House NHS	WACA.....	Walnut Canyon NM
SEKI.....	Sequoia and Kings Canyon NP	WACC.....	Western Arch. and Conservation Center
SERO.....	Southeast Regional Office	WAPA.....	War in the Pacific NHP
SESO.....	Southeast Support Office	WASH.....	Washington Monument
SHEN.....	Shenandoah NP	WASO.....	The Washington Office
SHIC.....	Shiloh National Cemetery	WEFA.....	Weir Farm NHS
SHIL.....	Shiloh NMP	WHHO.....	White House Liaison, Office of
SITK.....	Sitka NHP	WHIS.....	Whiskeytown-Shasta-Trinity NRA
SLBE.....	Sleeping Bear Dunes NL	WHMI.....	Whitman Mission NHS
SOAR.....	Southern Arizona Group Office	WHSAL.....	White Sands NM
SPAR.....	Springfield Armory NHS	WICA.....	Wind Cave NP
SPCO.....	Intermountain Spanish Colonial Research Center	WICR.....	Wilson's Creek NB

WIHO	William Howard Taft NHS	YELL.....	Yellowstone NP
WORI	Women's Rights NHP	YOHO.....	Yucca House NM
WOTR	Wolf Trap Farm Park	YORK.....	Yorktown National Cemetery
WPTC	Historic Preservation Training Center	YOSE.....	Yosemite NP
WRBR	Wright Brothers NM	YUCH.....	Yukon-Charley Rivers N PRES
WRST	Wrangell-St. Elias NP and PRES	ZION.....	Zion NP
WUPA.....	Wupatki NM		

Missing or Undecided Acronyms

Battleground National Cemetery	Mott Training Center
Bear Paw Battle Ground	Southeast Land Acquisition Office
Chimney Rock NHS	Theodore Roosevelt Island
Conservation Assistance Group	U.S. Navy Memorial
Constitution Gardens	Vietnam Womens Memorial
Fort Jefferson NM	White House Visitor Center
Korean War Veterans Memorial	Wildcat Brook Wild and Scenic River

Measurement Unit Abbreviations

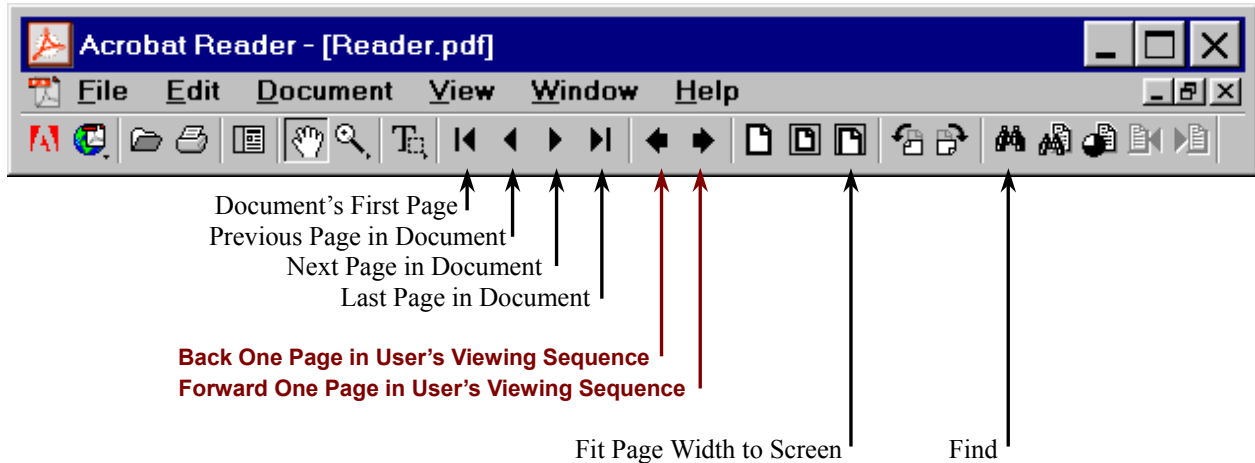
μ	micron	g	gram	cm ²	square centimeters
mm	millimeter	kg	kilogram	m ²	square meters
cm	centimeter	C	Celsius	km ²	square kilometers
m	meter	in	inch	L	liter, or don't abbreviate
km	kilometer	ft	foot, feet	amsl	above mean sea level
ha	hectare	mi	mile	cmbs	centimeters below surface
ml	milliliter	F	Fahrenheit	cmdbd	centimeters below datum

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